

Trustee

§341 Meeting Filings

This feature enables the Trustee's office to enter the outcome of debtor appearances and have the event immediately recorded to each case record.

This feature offers these benefits:

- More timely entries
- More efficiency in processing multiple meetings by each trustee
- Ease of entry
- Less chance of error
- Reduction of paperwork
- Automatic entry to the docket
- Termination or continuation of the calendar setting
- Notice of electronic filing certifying the entry

The process is designed to be executed by the trustee. The trustee will have access only to his/her own cases. A user must be logged in as the trustee of record for the targeted activity to appear.

STEP 1 Click the Bankruptcy hyperlink on the CM/ECF Main Menu. (See Figure 1).

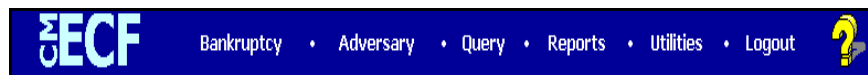


Figure 1

STEP 2 The **BANKRUPTCY EVENTS** screen is presented. The trustee should select Trustee's 341 Filings.

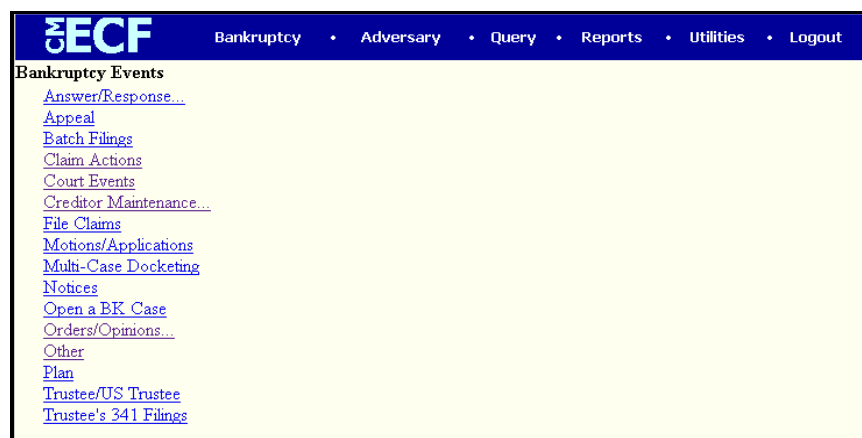


Figure 2

STEP 3 The **§341 MEETING DATE** screen is presented. (See Figure 3.)

Figure 3

- ◆ Enter the date of the §341 Meetings to be processed.
- ◆ Click **[Next]**.

STEP 4 The **§341 MEETING PROCESSING** screen displays a list of debtors whose appearances had been scheduled for that day for that trustee. (See Figure 4.)

Case No.	No Action	Report of No-Distribution	Initial Report	Continue To	Date	Time	AM/PM
00-10002 ABC Corporation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>			
00-10029 Sam Redwood	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>			
00-10122 Dale A. Daniels	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>			
99-50201 Keith Holloway and Latasha Holloway	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	8/10/2000	9:00	AM

Figure 4

There are **4** radio button choices for each case. Each of these columns represents an event that is also available on the Trustee/US Trustee menu which can be used to docket to individual cases when not using this feature.

NOTE: The court has chosen to have the option of **Report of No Distribution** as the default.

If the default is not applicable, be sure to select the correct option.

The final docket text **cannot** be edited and will appear as the standard text produced from each event.

To enter all selections checked Click **[Submit]**

Descriptions of the choices are:

- **No Action - No** processing will be done for this case. The case will not be removed from the list and will continue to appear for that date unless some action is taken.
- **Report of No Distribution** - To be used for any case where the trustee has confirmed there are no assets and the meeting is closed . The entry will be docketed to the case and the §341 meeting setting will be satisfied.

Event will read:

Trustee's Report of No Distribution: Trustee requests discharge and certifies under FRBP 5009: the estate has been fully administered; I have neither received nor distributed any non-exempt property; I have diligently inquired about the debtor(s) financial affairs and location of estate property. The estate has no non-exempt property to distribute.

- **Initial Report** - To be used when the debtor(s) failed to appear at the initial meeting of creditors. The entry will be docketed to the case and the §341 meeting setting will be satisfied.

Event will read:

Trustee's Statement Re: Failure to Appear at Meeting of Creditors. Trustee will file Motion to Dismiss with Court.

- **Continue To** - To be used to set a new date & time for the continued meeting of creditors. When this option is selected, the entry will be docketed to the case and the previous meeting will be satisfied.

Event will read:

Notice of Continuance of First Meeting of Creditors on 5/1/2006 at 10:00 AM at 560 Federal Plaza, Room 562, CI, NY.

STEP 5

Only one Trustee's **NOTICE OF ELECTRONIC FILING** will be produced with all the activity of every case in this process recorded. (See Figure 5)

Docket Text:
Meeting of Creditors Continued on 9/1/2000 at 10:00 AM at Pleasantville ()

Case Name: Smith Accounting and Fearless Faucets
Case Number: [00-22222](#)
Document Number:

Docket Text:
Trustee's Initial Report & First Meeting Held ()

Case Name: Keith Holloway and Latasha Holloway
Case Number: [99-50201](#)

99-50201 Notice will be electronically mailed to:

99-50201 Notice will not be electronically mailed to:

Charles Brent Massey
,

Paige L. Sheppard
Sheppard and Sheppard
San Antonio, TX
Lawara Hensley
,

00-12243 Notice will be electronically mailed to:

Steve K. Moore steve_moore@txwb.uscourts.gov

00-12243 Notice will not be electronically mailed to:

Matthew Bear
Lions and Tigers and Bears
4321 Maple Avenue
Metropolis, TX 78229-5818

Figure 5

AMENDING AN ENTRY IF SELECTED IN ERROR -

If the Trustee selects **Report of No Distribution** when he actually wanted to select **Continue Hearing**, the trustee would file a "**Recision**" to withdraw the Report of No Distribution.

He must call the court to inform us of the continued 341 date. The court will docket the event **Restore Case to 341 Calendar** which will restore the case to the Trustee's 341 meeting calendar for the continued date.